



**State of Rhode Island Department of Administration  
Office of Library and Office of Library and Information Services  
One Capitol Hill Providence, RI 02908**

**Memorandum**

TO: Libraries receiving Erate funds  
FROM: Sheila Carlson  
DATE: October 4, 2001  
RE: Technology Plans and CIPA Certifications

**In order to qualify for Erate funds for the current year (Year 4, July 1, 2001-June 30, 2002) other than phone service discounts (but including CLAN Internet discounts), CLAN libraries must have:**

**A current Technology Plan filed at OLIS**

**A CIPA certification (Form 479) filed at CLAN**

**NOTE:**

Non-CLAN public libraries (including Redwood Library and the Providence Athenaeum) receiving ERATE funds other than for phone service must submit an updated Technology Plan as described above, but will certify CIPA compliance on its own 486 form submitted to the SLD.

## **Technology Plan**

Each LORI library submitted a Technology Plan in order to meet LORI (RHILINET) Standards Certification. The guidelines specified by the Standards conform to requirements of Schools and Libraries Division (SLD) Erate Program. OLIS, as the certifying agency for the SLD, approved your Technology Plan as fulfilling both LORI Standards Certification and Erate eligibility for FY2000.

Many of these Technology Plans are now out-of-date. The time period covered by some has expired; others need to be revised. Although Technology Plans themselves were usually written for a 3 or 5-year period, they must be revisited and revised if necessary on an annual basis. There is not a full LORI standards certification process this year, however, if your library is receiving or applying for Erate funds for any services beyond basic phone service (including participating in the CLAN Erate application for Internet discounts), you are required to have a current Technology Plan approved and on file at OLIS. The deadline for updating your plan is December 1, 2001. If you are planning major revisions and need additional time, please let me know,

To review the guidelines for Technology Plans, see  
<http://www.lori.state.ri.us/loripro/netstandards/tpguide.htm>

We have a copy of your original plan on file at OLIS, if your revisions are minor you can specify the place where changes are made and we can attach to the original plan. If the changes are major, please submit the full revised plan. If you're unsure of when you last submitted your Tech Plan or have other questions please call or email me. If you have questions regarding this, please contact Sheila Carlson at 222-5754 or [sheilacn@gw.doa.state.ri.us](mailto:sheilacn@gw.doa.state.ri.us).

## **CIPA Certification**

For the current application year (Year 5, July 1, 2002 to June 30, 2003), CLAN libraries must provide a CIPA Certification form (#479) with CLAN (send them to Elaine Clark at the CLAN Office) by October 28, 2001. CLAN keeps these certifications on file and provides a single certification on CLAN's standard 486 form (the form tells the SLD that services for which it is getting discounts have begun). You can get a copy of the Form 479 as well as the SLD instructions in the Erate section of LORI:  
[www.lori.state.ri.us/erate/erateforms/default.htm#Form479](http://www.lori.state.ri.us/erate/erateforms/default.htm#Form479)

The 479 form is very brief. A couple pointers on filling it out:

**Administrative Authority's Form Identifier:** You create this. Many of us have used the format: FormYearCodeService, e.g. 479y5dslCIPA, but it's up to you, as long as it differs from other erate forms you've prepared.

### **Block 1. Administrative Authority Information:**

1. Name of Library
2. Funding Year: 2001-2002 (this certification applies to year 4 funds)
3. Mailing Address and Contact... The mailing address of Library. Contact should be the Director, not the Erate contact

### **Block 2: Certifications**

Check 6b **if** you are not yet in compliance but are involved in planning, e.g. have attended CLAN meetings on CIPA.

Check 6a **if** you have filled the CIPA requirements, i.e. have funding in place, an Internet Service policy, and have held public meetings.

Check 6c **if** you choose not to accept discounts other than phone service. This probably does not apply to any Clan library for this funding year. But this is what you would check on **Next** year's form if you choose not to comply with CIPA.

6d refers to Year 5 funds (2002-2003). If, for example, local purchasing regulations will prevent your from purchasing the software in time to be in compliance by July 1, 2002, you can apply for a waiver.

Signature: This is again would be the Director of the library. The copy with the original signature, not a photocopy, must be sent to the CLAN Office by October 28.